

**DOCUMENT NAME: Residential Leases**  
**DAFIS DOCUMENT TYPE: 40**

1. **Description:** A lease is a contract by which one conveys the use of real estate for a specific amount of time and for a specific amount of money.
2. **Primary Forms:** Department. of Transportation, USCG 5571, U.S.C.G. Residential Leases.
3. **Related Forms:**  
 Department. of Transportation, U.S.C.G. 5571A, U.S.C.G. Residential Leases, General Provisions;  
 Department. of Transportation, U.S.C.G. 5571B. Modification of Contract;  
 Voucher for Payment for Leased Housing Claim.
4. **Document Number:** Standard Number - unit assigned.

SAMPLE: 4003330P5S071

Document Type	FY Funded	Procurement Site	FY Contract Originated	Region	Program Elements	Document Sequence	Suffix
40	03	33	0	P	5S	071	None

**5.Accounting Line:**

The line of accounting will always be: 2/P/\_01/299/12/0/7865\_/2322

For cost center enter:

78651 for accompanied family housing;  
 78652 for unaccompanied personnel housing;  
 78654 for housing for members without dependents.

For program element: Enter the program element cited in the document number

**6. FINCEN Critical Processing Requirements:**

- a. Issuing units must ensure that the following information is included on each original CG 5571:
  - (1) Lease agreement number (standard DTCG format).
  - (2) Complete lessor remittance address and tax code.
  - (3) Beginning and ending dates of lease.
  - (4) Monthly/quarterly/annual rate.

- (5) Payment due date.
  - (6) Premises address.
  - (7) Lessor's signature.
  - (8) Contracting Officer's signature.
- b. Use U.S.C.G. Form 5571A to add applicable clauses.
  - c. Ensure the EFT/ACH Vendor Payment Enrollment Form is completely filled out , contains the lessor's signature, and has the complete lease contract number annotated on it.
  - d. Submitted hard copy of the documents must be legible.
- 7. Other Information:** The lease should include the cost of utilities and must clearly state who (Vendor or Government) is responsible for payment of the utilities. Utilities that are paid by the Coast Guard separately from the lease are handled in accordance with the utility section. See document types 44, 46, and 49 for treatment of these utilities. The vendor is not required to submit an invoice but will be paid monthly, quarterly, etc., based on the terms of the lease. A clause allowing an adjustment to the rent to cover any underestimation of utility is allowed. This adjustment must be reported using USCG 5571B, Modification of Contract. The modification must show the utility type (electricity, water, etc.) and the time frame. The CFR prohibits the use of annual appropriation for payment for services received in another fiscal year. Utilities for prior fiscal year can not be paid from current leases.
- 8. LUFS Information:**
- a. Obligations for leases are not transmitted via LUFS. A hard copy of this document must be mailed to the FINCEN so the recurring master can be entered into DAFIS.
  - b. This document is entered in LUFS using the Simplified Acquisitions Applet using the Recurring Charge Module. The suffix will increment by 1 for each new accounting entry starting with 001

## 9. Document Flow:

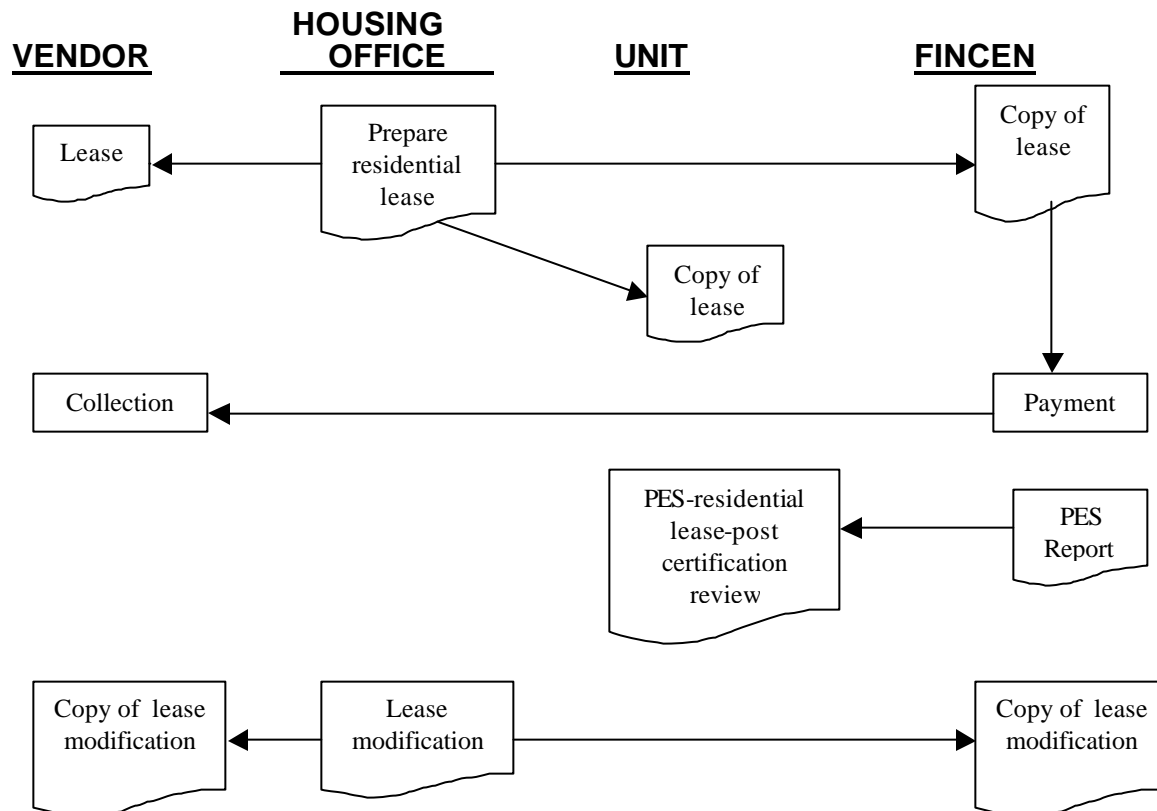


Figure 12G-10a Residential Leases

- a. Figure 12G-10a describes the procedures for processing Residential Leases.
- b. The Housing Officer negotiates a real property lease with the lessor and forwards an obligation copy of the lease to the FINCEN. The FINCEN requires the lease at least 30 days prior to the first payment.
- c. The FINCEN makes payment to the vendor.
- d. The PES report is used by the housing officer for post certification review.
- e. Modification of all leases must be on an USCG 5571B, Modification of Contract. Letters are not acceptable. **Lease modifications and terminations are initially sent to the FINCEN using e-mail with a follow up hard copy mailed to FINCEN, with the letter of intent informing the lessor of the possible change attached also.** The USCG 5571B, Modification of Contract, must show the reason for the modification, specially, if the modification covers one time payment such as

- f. special taxes levy. Changes should be submitted by the 20<sup>th</sup> of the month to be effective that month. Terminations should be received at the FINCEN not later than the 15<sup>th</sup> of the month. This will enable FINCEN to take appropriate action and avoid overpayment.
- f. Family housing leases cannot exceed a five-year period. After five years, a new lease with a new number must be issued. Leases that expire in less than five years with a renewal clause will not automatically renew. They must be renewed using USCG 5571B.
- g. The FINCEN will include in the year end message to the units the requirement that the Area Housing Officer will send a letter to FINCEN (OPA2A) listing the multi-year lease number and price for all leases to continue in the new FY. The list should be accompanied by modifications for the leases that are being terminated and leases with changes, such as price change, address change etc. The FINCEN requires this information by 1 OCT each year.
- h. Utilities paid by the vendor require no special action. Utilities which are paid by the Coast Guard are handled in accordance with the utility sections. See document type 44, 46 and 49 for treatment of these utilities.
- i. The U.S.C.G. Claims and Litigation Manual, COMDTINST M5890.9 series, lists the documentation that must be submitted to the FINCEN for payment of housing damage claims. All claim settlements submitted to the FINCEN must include a memorandum (see Figure 12G-10b) transmitting the claim to the FINCEN and a voucher for payment (see Figure 12G-10c).

## 10. Sample Forms: None

## 11. PES report sample:

DOCUMENT ID	TRANS CODE	BATCH NUMBER	COST CENTER	OBJ CLASS	COMMIT	UNDELIVERED ORDERS	ACCRUED EXPEND	EXPEND
4003890P5L044000	085	03060H01	78651	2322	0.00	0.00	51.00	0.00
4003890P5L044000	145F	03072H17	78651	2322	0.00	0.00	51.00-	51.00

## 12. References:

COMDTINST M11101.13, U.S.C.G. Housing Manual  
 COMDTPUB P11101.14, U.S.C.G. Leased Housing Procedural Guide

## LEASED HOUSING DAMAGE CLAIM

DD MMM YY

11101/\*

Commander, \* Coast Guard District

Commanding Officer, Coast Guard Finance Center

1. In accordance with the Contract Disputes Act of 1978, as amended (41 USC 601-613), the Claimant, \* , submitted a claim for damages to Government Leased Housing (Contract Number \* ). The mailing address of the claimant is \* . The Claimant and the Government have agreed to settlement of this claim in the amount of \$ \* . Enclosure (2) is a copy of the signed settlement voucher.

2. The amount approved for payment of this claim is \$ \* . The accounting and appropriation data for this transaction is : 2/P/\*01/299/12/0/5\*/78651/4202.

/s/

Encl: (1) Claim for damages  
(2) Claim voucher  
(3) Demand for payment letter

Copy: (1) Claimant, w/o enclosures  
(2) Local housing office, \* , w/o enclosures

Figure 12G-10b

## VOUCHER FOR PAYMENT FOR LEASED HOUSING DAMAGE CLAIM

COMMANDER, \* COAST GUARD DISTRICT

PAYMENT TO: \*LESSOR(S)  
ADDRESS  
CITY, ST ZIP CODE

CONTRACT NUMBER: 4000\*\*-0\*-LP5\*-\*\*\*

AMOUNT CLAIMED: \$\*00.00

DATE CLAIM RECEIVED: \*DD MMM YY

AMOUNT OF SETTLEMENT: \$\*00.00

DATE OFFER SENT: \*DD MMM YY

## BRIEF DESCRIPTION OF CLAIM OFFER:

a.	*	\$*00.00
b.	*	<u>\$*00.00</u>

TOTAL: \$\*00.00

## ACCEPTANCE BY CLAIMANT(S)

I, (WE), the claimant(s), do hereby accept the within stated settlement as full and final consideration against the within stated claim.

DATE: \_\_\_\_\_  
(Claimant)

THIS CLAIM HAS BEEN FULLY EXAMINED IN ACCORDANCE WITH THE PROVISIONS OF THE CONTRACT DISPUTES ACT OF 1978, AND IS APPROVED IN THE AMOUNT OF \$\*00.00.

\*  
LEASED HOUSING  
CONTRACTING OFFICER

ACCOUNTING CLASSIFICATION: 2/P/\*01/299/12/0/5\*/78651/4202

\*  
AREA HOUSING OFFICER

Figure 12G-10c